



Alaska Department of Education & Early Development (DEED)

District Guidelines

Overview of Grant Management System

<http://gms.education.alaska.gov/>

State of Alaska

myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

Alaska Department of
Education & Early Development

GMS Home
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GMS Sign-In

Public Access
Production

Alaska Education Grants Management System Home

Announcements

FY13 CARRYOVER FOR CONSOLIDATED AND SPED (9/9/2013)
If your district's FY13 grant has been closed, your Consolidated and SPED carryover has been added to the GMS system. Please review the carryover and revise your budgets accordingly. Thank you.

2013-2014 Allocations (8/31/2013)
The FY14 allocations have been uploaded for all Funding Applications: ESEA Consolidated, SPED and CTE
With the uploading of these allocations, the following will occur and/or need to be completed:

- If your original application has **not** been approved by EED, you will see the difference in the FY14 allocations in your budgets.
- If your original application has been approved by EED, your application will change to Revision Started status.

For both: You will need to go in and make the appropriate changes to your budgets- either reducing or increasing your line items so the remaining balance is as close to zero as you can get it. It may not be over your allocation amount. Please also adjust the NCLB Consolidated Funding application program details pages, the Title I Set Asides and School Allocation - PPA List pages as applicable based on the final allocations.

After the budgets have been adjusted, you will need to move the Original Application or Revision through the approval process. Please remember that an application must have both Fiscal Representative and Authorized Representatives approval before it is submitted to EED.

If you have any questions, please contact the Title I Program Manager or the Grants Administrator assigned to your district.

Reminders

ESEA Waiver Impacts on ESEA Consolidated Application 8/31/2013
Per the approved ESEA Flexibility Waiver, the following two previously required Title I set-asides are no longer applicable for 2013-2014. Districts will be asked to adjust their applications as described below.

- 10% for Professional Development for a district in improvement:** Do not enter an amount in this set-aside based on the allocation for 2013-2014. Do not budget any funds for regular Title I professional development in the "Professional Development" purpose code. If the district has any remaining funds from this 10% for PD category from 2012-2013, once these carryover funds are awarded, the district will enter that amount as the set-aside and budget those funds in the Professional Development purpose code. These are the only funds that may be used for professional development for reasons that the district did not make AYP in 2012-2013. Please note that any district expenses for professional development for teachers in Title I schools may be indicated as set-aside in the "Other" category or may be allocated to school through the School Allocation. These funds would be budgeted in the "Basic" purpose code.
- 20% for SES/Choice:** Do not enter an amount in this set-aside. Do not budget any funds in the SES/Choice purpose code. If the district plans to provide tutoring services through its Title I programs, these funds may be indicated as set-aside in the "Other" category or may be allocated to school through the School Allocation. These funds would be budgeted in the "Basic" purpose code.

Click on GMS
Sign in

EED will post different Announcements and Reminders on the Home Screen.
This is a good area to check for information.

Sign In Page

State of Alaska

myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

Alaska Department of
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GMS Sign-In

Sign-In

Email Address:

Password:

[Forgot your password?](#)

- Enter your Email Address (this has to be the one your User Administrator entered for you in the system)
- Password: Enter your password and click on Submit

Passwords are required to be changed every 90 days. The system will prompt you when it is necessary to change the password

General Information

State of Alaska

Alaska Department of
Education & Early Development

GMS Home
Administer
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Reports
Inbox
Contact EED
Document Library
Help
GMS Sign Out

User Profile: Stephens, Karla

Production
Session Timeout
00:59:43

Alaska Education Grant

Announcements

FY13 CARRYOVER FOR CONSOLIDATED
If your district's FY13 grant is not consolidated and SPECIFIED to the GMS system. Please upload and revise your budgets.

2013-2014 Allocations (8/31/2013)

The FY14 allocations have been uploaded. Applications: ESEA Consolidated and SPECIFIED to the GMS system. Please upload and revise your budgets.

With the uploading of these allocations, the following occur and/or need to be corrected:

a) If your original

Once you have logged in, you will be back to the GMS Home Page.

- Session Timeout:
 - User will have one hour before they are timed out of the system.
 - Each time you click on another page or section, the session timeout will refresh.
- Be sure to save your work as you go because if you time out and haven't saved it, you will have to re-enter your information again.
- When you click from one page to the next, it will refresh session timeout.
- User Profile: If you click on your name, it will take you to a new screen.

User Profile

User Profile

- FY 2015

Profile	
Email Address:	<input type="text" value="karla.stephens@alaska.gov"/>
First Name:	<input type="text" value="Karla"/>
Last Name:	<input type="text" value="Stephens"/>
Phone Number:	<input type="text" value="907-465-2860"/>
Phone Extension:	<input type="text"/>
Fax Number:	<input type="text" value="907-465-6760"/>
Change Password:	Click Here to Change Your Password

On this new screen:

- You can edit your personal information.
- Reset your password.

Please make sure your contact information is correct. We use this to contact you either via email or by phone.

GMS User Maintenance

User Agreement forms will need to be filled out and signed for each new employee who needs access to GMS for their job.

- The new forms will be good until employees either terminate their employment with the grantee or change positions where they no longer need access in GMS.
- Grantee *User Access Administrators* are responsible for reviewing all their users at least annually in GMS.

User Access Administrator Agreement Forms and User Agreement Forms: Located in the Document Library/All Users & Applications/User Access Policy and Forms.

New Users & Roles

DISTRICT/GRANTEE ROLES	
ROLE	DESCRIPTION
User Access Administrator Maintains the Users in the system	Allows a District/Grantee user to administer other users for the District/Grantee. Add new users, assign roles, delete roles, reset passwords. EED must add this user to the system
Grantee (Funding Application) Update Updates the Application, Budget Revisions and Reimbursement Requests for appropriate funding application	Allows a District/Grantee to enter and edit information in the appropriate funding application. More than one user can be assigned this role.
Grantee Date View Allows user to view without making any changes in the system	Allows a District/Grantee user to view unapproved items for the District/Grantee.
Grantee Planning Tool Data Entry Updates Planning Tool within Consolidated Application	Allows a District/Grantee to enter and edit the district plan. The district plan includes goals, strategies, and fiscal resources that can be used for any funding application.
Grantee Fiscal Representative Approves the application, budget revisions and reimbursement requests (most likely the Business Manager)	Allows a District/Grantee to take actions associated with the district business manager. This user must provide approval before submission to the district superintendent or designee.
Grantee Authorized Representative Final Approval of application and revisions (most likely the Superintendent or designee)	Allows a District/Grantee to take actions associated with the district superintendent or designee. This user provides the final approval step for the application or revision to be submitted to EED.
Grantee Superintendent	Allows superintendent or designee name to be printed on Grant Awards.

Do you have a new employee who needs access to GMS?

- Complete Grantee User Agreement Form.
- Add user to GMS.
- Create appropriate roles.

A copy of the GMS roles is located in the Document Library under All Users & Application.

User Maintenance Process


For current employees:

- Is there a User Agreement Form signed and dated on file? The forms are in the GMS Document Library under All Users & Applications.
- Check the roles of existing users to see if they are the correct roles for that employee. Either delete or add roles as necessary.

Is the user no longer employed? If so:

- Delete all roles in the system for the user.
- Write “no longer employed,” date and initial on the User Agreement Form when you delete the roles.

Main Menu

GMS Home
Administer ▶
Search ▶
Inbox ▶
Planning ▶
Funding ▶
Reimbursement Requests
LEA Document Library
Address Book
Contact DEED
Document Library
Help
 GMS Sign Out

Administer: For User Access Administrators

Search: Search Organizations

Inbox: Email Message Archive

Planning: Planning Tool Link

Funding: This will take you to all funding applications in the system. Click on the one you want.

LEA Document Library: Grantee Grant Awards

Reimbursement Requests: Link to Reimbursement Requests section.

Address Book: Provides a list of EED Contacts and grantees Contacts for all funding applications.

Contact EED: General Information to contact EED

Document Library: Contains resources for grantees

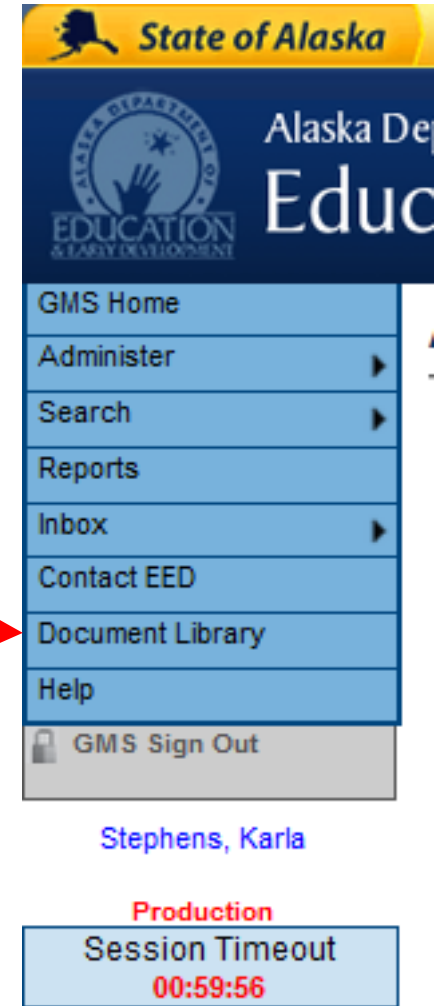
Help: This area is currently under construction.

Document Library

The Document Library contains resources such as web links, manuals and forms.

Program specific information is located under the Program Title.

All users can access the Document Library and have the ability to search for Documents based on keywords contained in those documents/links.

A screenshot of the Alaska Department of Education & Early Development (EED) website. The header features the State of Alaska logo and the department's name. A navigation menu on the right lists various options: 'GMS Home', 'Administer', 'Search', 'Reports', 'Inbox', 'Contact EED', 'Document Library', and 'Help'. A red arrow points to the 'Document Library' link. Below the menu, there is a 'GMS Sign Out' button. At the bottom, the user's name 'Stephens, Karla' is displayed, along with a 'Production Session Timeout' timer showing '00:59:56'.

Document Library, continued

To search for a document:

- choose a keyword or Enter text
or
- Click on the + next to the category to see the choices available

This presentation is located under
All Users & Applications/System
Instructions & Resources

Document Library

Document Library Search	
Choose Keyword:	<input type="text" value="Choose Keyword"/>
Or Enter Text:	<input type="text"/>
<input type="button" value="Search"/>	

Below is the Document Library. Expand the nodes to view the folders and documents.

Document Library [Expand All] [Collapse All]
<input type="checkbox"/> All Users and Applications
<input type="checkbox"/> ESEA Consolidated App Workshop April 2014 Presentations
<input type="checkbox"/> ESEA Consolidated Federal Programs Funding Application
<input type="checkbox"/> Special Education Funding Application
<input type="checkbox"/> Career Technical Education Funding Application
<input type="checkbox"/> Discretionary Special Education Funding Application

Document Library, continued

Click the document or link you want to view.

More documents will be added as EED builds the system.

Below is the Document Library. Expand the nodes to view the folders and documents.

Document Library [\[Expand All\]](#) [\[Collapse All\]](#)

+ All Users and Applications

+ ESEA Consolidated App Workshop April 2014 Presentations

+ ESEA Consolidated Federal Programs Funding Application

+ Special Education Funding Application

+ Career Technical Education Funding Application

+ Discretionary Special Education Funding Application

+ Head Start

Below is the Document Library. Expand the nodes to view the folders and documents.

Document Library [\[Expand All\]](#) [\[Collapse All\]](#)

- All Users and Applications

+ Final Expenditure Report

+ Financial Guidance

+ Reimbursement Request Process

+ System Instructions and Resources

+ User Access Policy and Forms

+ ESEA Consolidated App Workshop April 2014 Presentations

+ ESEA Consolidated Federal Programs Funding Application

+ Special Education Funding Application

+ Career Technical Education Funding Application

+ Discretionary Special Education Funding Application

+ Head Start

Alaska Department of Education & Early Development

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Funding Menu

When you hover over the Main Menu, you will have the option to select one of the following options:

- **Funding Applications**
- **Sections**
- **Budget Summary**

GMS Home

Administer ▶

Search ▶

Reports

Inbox ▶

Planning ▶

Funding ▶

Reimbursement Requests

LEA Document Library

Address Book

Contact EED

Document Library

Help

GMS Sign Out

Alaska Education Grants

Announcements

FER Change (9/19/2014)

Funding Applications

Sections

Budget Summary

Last Page Visited

Education and mail to: 8110500, Juneau AK 99811.
Grants Administrator.

Updating Manuals (9/18/2014)
We are currently updating Reimbursement Request

Funding Applications

Filters: By Fiscal Year or Application Status

2014 ▼

All Active Applications ▼

Entitlement Funding Application	Revision	Status	Status Date
<u>Consolidated</u>	5	FER Grants Management Final Approved	9/26/2014
<u>Special Education</u>	4	FER Grants Management Final Approved	9/30/2014
<u>Career Technical Education</u>	3	FER Fiscal Representative Approved	9/26/2014

Choose the fiscal year by clicking on the drop down arrow.

2014 ▼

All Active Applications ▼

All Active Applications

All Approved Applications

Last Approved Applications

Entitlement Funding Application

Consolidated

Click on the drop down arrow for All Active Applications and choose which applications you want to see:

Active are all current applications, whether it has been approved or is in revision status.

Funding Applications, continued

This shows all the approved applications for every funding application for your grantee. The original application is Revision Zero (0) and the rest are revisions. You can go back and review a previous revision to see prior approved status and/or budgets.

2014 ▾ All Approved Applications ▾ **Funding Applications** – click on application to view

Entitlement Funding Application	Revision	Status	Status Date
Consolidated	5	FER Grants Management Final Approved	9/26/2014
Consolidated	4	EED Program Manager Approved	8/15/2014
Consolidated	3	EED Program Manager Approved	3/13/2014
Consolidated	2	EED Program Manager Approved	1/3/2014
Consolidated	1	EED Program Manager Approved	11/12/2013
Consolidated	0	EED Administrator Approved	10/19/2013
Special Education	4	FER Grants Management Final Approved	9/30/2014
Special Education	3	EED Program Manager Approved	4/29/2014
Special Education	2	EED Program Manager Approved	2/19/2014
Special Education	1	EED Program Manager Approved	11/4/2013
Special Education	0	EED Administrator Approved	9/25/2013
Career Technical Education	2	EED Program Manager Approved	6/20/2014
Career Technical Education	1	EED Program Manager Approved	4/16/2014
Career Technical Education	0	EED Administrator Approved	9/5/2013

Sections: Main Page for maneuvering through Funding Application

Description (View Sections Only View All Pages)	Changes	Validation	Print
All	Changes	Messages	Print
<input type="checkbox"/> History Log			Print
History Log			Print
Create Comment			
<input type="checkbox"/> Allocations			Print
Allocations			Print
<input type="checkbox"/> Title I-A		Messages	Print
Accept/Waive Indirect Cost			
Budget			Print
Budget Overview			Print
Budget Revision Plus/Minus			Print
Program Details			Print
Building Eligibility		Messages	Print
Set Asides			Print
School Allocation - PPA List			Print
Plan Relationships		Messages	Print
Related Documents			
<input type="checkbox"/> Title I-C	Changes	Messages	Print
Accept/Waive Indirect Cost			
Budget	Changes	Messages	Print
Budget Overview			Print
Budget Revision Plus/Minus			Print
Program Details			Print
Plan Relationships		Messages	Print
Related Documents		Messages	
<input type="checkbox"/> Title I-D		Messages	Print

History Log: Contains the history of the changes to the status of the application. EED and Grantees use this area to communicate with each other.

Allocations: Shows the Grantee's allocation for all the different grants under this funding application.

Grants: For this example, the grants are Title I-A and Title I-C. Each section under the grants needs to be completed by the grantee.

Contacts: Grantee Contact for this funding application.

Assurances: Statement of Assurance required from the grantees.

Deed Program Manager Checklist: Grantees check this for specific details from EED Program Manager for areas needing attention.

Budget Summary

GMS Home	Budget Summary			
Administer				
Search				
Reports				
Inbox				
Planning				
Funding	Budget Summary Selection Criteria:			
LEA Document Library	Funding Applications	Location:	Special Education	
Reimbursement Requests	Budget Summary	Status:	Active Application	
Address Book		Code:	Object	
Contact EED				
Document Library				
Help				
GMS Sign Out				
Stephens, Karla				
Production				
Session Timeout				
00:59:30				
[Print] [Download Data]				
Object Code	Grant Code	VI-B	619	Total
310 - Certificated Salaries		4,234,043.00	83,889.21	4,317,932.21
320 - Non-Certificated Salaries		2,786,939.00	113,791.00	2,900,730.00
360 - Employee Benefits		4,019,928.00	110,583.00	4,130,511.00
410 - Professional & Technical		275,000.00	0.00	275,000.00
420 - Staff Travel		30,000.00	0.00	30,000.00
425 - Student Travel		2,500.00	0.00	2,500.00
440 - Other Purchased Services		8,000.00	0.00	8,000.00
450 - Supplies/Materials/Media		99,945.56	24,176.31	124,121.87
490 - Other Expenses (Dues and Fees)		10,000.00	0.00	10,000.00
495 - Indirect		524,012.44	15,192.48	539,204.92
Total		11,990,368.00	347,632.00	12,338,000.00

- To get to Budget Summary:
Main Menu Bar:
 - Click Funding/Budget Summary.
- View all grant budgets within a Funding Application at one time.
- Allows you to switch between Funding Applications.

Address Book

To View the Users and their roles in the system, click on **View All District Contacts**.



Address Book

[View All District Contacts](#)

General Contacts

Application	Contact Type	Contact
Planning Tool	District Contact	N/A
Homeless Education Liaison	District Contact	Mathews, Maggie

Entitlement Contacts

Application	Contact Type	Contact
Consolidated	District Contact	Honne, Kimberly
	EED Application Contact	Adkisson, Pattie
	Grants Management Contact	Stephens, Karla
Special Education	District Contact	Mathews, Maggie
	EED Application Contact	McNamara, Kim
	Grants Management Contact	Roys, Sharol
Career Technical Education	District Contact	Smolin, Carin
	EED Application Contact	Levine, Don
	Grants Management Contact	Monson, Kristina

Competitive Contacts

Application	Contact Type	Contact
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See all Users & Roles

District Contacts

[Return To Address Book](#)

Name	Role
McCullough, Martha	User Access Administrator
Homme, Kimberly	Grantee Fiscal Representative Grantee Authorized Representative Grantee Data View Grantee Planning Tool Data Entry Grantee Consolidated Update Grantee Career Technical Education Update
Heffern, Ginny	Grantee Fiscal Representative Grantee Data View Grantee Planning Tool Data Entry User Access Administrator Grantee Consolidated Update Grantee Special Education Update Grantee Career Technical Education Update
Barto, Nancy	Grantee Fiscal Representative User Access Administrator Grantee Career Technical Education Update Grantee Consolidated Update Grantee Data View Grantee Planning Tool Data Entry Grantee Special Education Update Grantee Authorized Representative
Dahl, Jo	Grantee Data View
Loseby, Phil	Grantee Data View Grantee Consolidated Update
Smolin, Carin	Grantee Career Technical Education Update
Mathews, Maggie	Grantee Consolidated Update Grantee Special Education Update
Gelbrich, Glenn	Grantee Authorized Representative

Click on a person's name, for:

- their phone number,
 - fax number and,
 - email address.
- Click on the email address to send an email.
 - The email will use your computer email program.

**EED USES THIS INFORMATION SO
PLEASE KEEP IT CURRENT.**

Adding Grant Specific Contacts

Application	Contact Type
<u>Consolidated</u>	Grantee Contact DEED Application Contact Grants Management Contact

Click on the Grant Funding Application.

Grant	Grantee Contact
<u>Title I-A</u>	N/A

Click on Grant

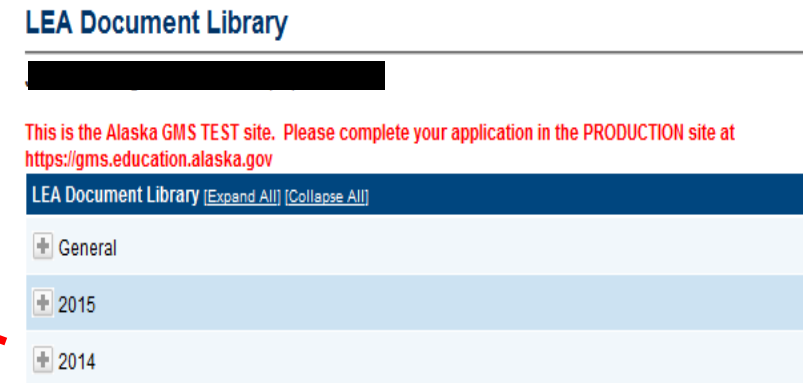
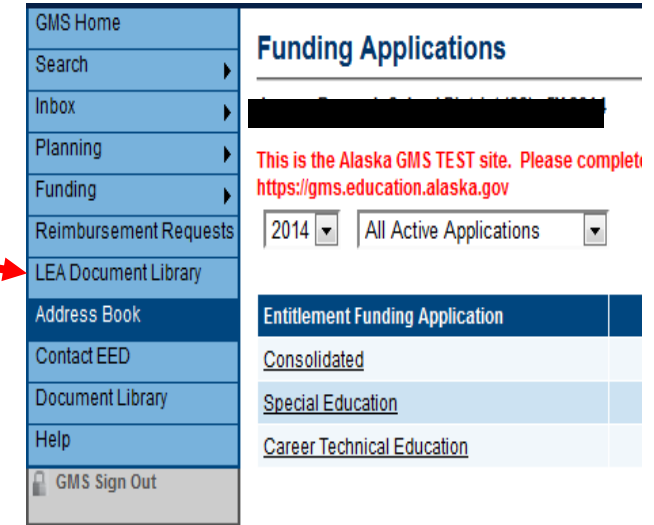
Choose Contact person from drop down menu for this Grant.

Update Title I-A Contact

SaveCancel

LEA Document Library

- EED loads district specific documents into the LEA Document Library such as:
 - Grant Awards/Amendments,
 - Title I-A 15% Carryover Letters
 - and other documentation yet to be determined
- Click on LEA Document Library from the menu.
- Choose Year to see documents for that year.



Grant Award

- A SCANNED copy of the signed Grant Award will be uploaded in the grantee’s LEA Library in GMS.
- A note will be placed in the history log and an email sent to the Fiscal Rep and Program Manager.
- The award will be for the whole allocation for the fiscal year.

Reimbursement will be limited to approximately 20% of funds in Title I-A, Title II-A, Carl Perkins and Title VI-B until EED has received the full funding from the federal government in early October.

Alaska Department of Education and Early Development FY 2014 Grant Award

Grant Recipient:		Grant Number:	
Vendor Number:	CBJ 84793	Revision:	0 INITIAL AWARD
Authorized Representative:		Total Grant Amount:	\$1,007,522.00
Contact Person:		Previous Amount:	\$0.00
Grant Period:	7/1/2013 - 6/30/2014	Change:	\$1,007,522.00
Funding Application:	Consolidated		

Amount	Previous	Change	Financial Coding	CFDA	Grant	Federal Award
\$885,832.00	\$0.00	\$885,832.00	05113015 17022 05034200	84.010	Title I-A	S010A130002
\$1,285.00	\$0.00	\$1,285.00	05113015 17022 05033200	84.010	Title I-A	S010A120002
\$14,121.00	\$0.00	\$14,121.00	05113015 17022 05014001	84.013	Title I-D	S013A130002
\$303,458.00	\$0.00	\$303,458.00	05113015 17022 05054301	84.387	Title II-A	S387A130003
\$23,048.00	\$0.00	\$23,048.00	05113015 17022 05124102	84.385	Title III-A	S385A130002

Grant Administrator/Date:
Program Manager/Date:
Deputy Director or Designee/Date:
Commissioner or Designee/Date:

Application Status

Application Status: Not Started

Change Status To: Draft Started



Application Status: *This is the current status of the application.*

Change Status To: *This is the status the application will be changed to.*

Description (View Sections Only View All Pages)			Validation	Print
All			Messages	Print

- Click on Draft Started to open the application up for editing.
- Link always active; if user lacks permission, the status change confirmation screen will indicate user doesn't have permissions.
- Status applies to all grants in the funding application.

NOTE: Application will go into Draft Started when the allocations are entered by EED into the system.

Application Status

Application Status: **EED Administrator Approved**

Change Status To: Revision Started
or
FER Draft Started

FER Draft Started will show up but the system will not allow the FER process to be started before July of the next fiscal year.

Funding Application Page Navigation

Go To	▶	Current Page
		Next Page
		Previous Page
		Sections
Show Unbudgeted Categories		History Log ▶
Purpose		Allocations ▶
Account Code		Discretionary ▶
Personnel/Benefits 100		Contacts ▶
		Substantially Approved Dates ▶
Travel 200		Assurances ▶
		Grantee Checklist ▶
Contractual 300		172,826.00

- Go To/Save and Go To menu allows navigation between any pages in funding application.
- **DO NOT USE YOUR BROWSER'S BACK BUTTON TO MOVE THROUGH YOUR APPLICATION.**
- Use this menu to move around in the application to get to the different pages.
- Using Save and Go To refreshes session timeout.

Allocations Page

Displays allocation for each grant.



	(1) I-A CFDA:84.010	(2) I-C CFDA:84.011	(3) I-D CFDA:84.013	(4) II-A CFDA:84.367	(5) III-A CFDA:84.365	(6) SI1003a CFDA:84.010	(7) CAP CFDA:	Total
Original	12,666,596.00	2,122,668.00	162,671.00	3,525,815.00	423,505.00	0.00	0.00	18,901,255.00
Incoming Carryover	3,887,970.62	715,561.67	6,056.91	1,953,205.64	64,837.22	0.00	0.00	6,627,632.06
Outgoing Carryover	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Reallocated	3,049.00	0.00	0.00	0.00	0.00	0.00	0.00	3,049.00
Additional	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Released	0.00	-368,897.14	0.00	0.00	0.00	0.00	0.00	-368,897.14
Consortium	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Forfeited	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	16,557,615.62	2,469,332.53	168,727.91	5,479,020.64	488,342.22	0.00	0.00	25,163,038.92

Budget Overview

- To see a Budget Overview: On Sections Menu Bar, click Budget Overview under grant.
- Shows the budget for all Chart of Account Codes on one page.
- Includes any Purpose Codes for which funds have been budgeted.
- This is an easy way to view the entire breakdown of all budgets. No entry can be made here.

Purpose Code	Basic Grant	Highly Qualified	Parent Involvement	Total
Account Code				
Certificated Salaries 310	5,221,197.00	6,000.00	68,754.00	5,295,951.00
Non-Certificated Salaries 320	2,229,493.00	0.00	16,999.00	2,246,492.00
Employee Benefits 360	2,921,399.48	904.00	17,353.00	2,939,656.48
Professional & Technical 410	1,026,711.00	2,000.00	33,200.00	1,061,911.00
Staff Travel 420	311,055.00	0.00	0.00	311,055.00
Student Travel 425	411,699.00	0.00	0.00	411,699.00
Utility Services 430	3,000.00	0.00	0.00	3,000.00
Other Purchased Services 440	16,100.00	0.00	400.00	16,500.00
Supplies/Materials/Media 450	2,862,656.00	0.00	86,406.00	2,949,062.00
Other Expenses (Dues and Fees) 490	98,763.00	1,096.00	0.00	99,859.00
Indirect 495	729,430.14	0.00	0.00	729,430.14
Total	15,831,503.62	10,000.00	223,112.00	16,064,615.62
Adjusted Allocation				16,064,615.62
Remaining				0.00

Modifying a Budget

	Discretionary		
	<u>Accept/Waive Indirect Cost</u>		
	<u>Budget</u> 	<u>Modify</u>	<u>Account Code</u>
		<u>Modify</u>	<u>Total</u>
	<u>Budget Overview</u>	<u>Modify</u>	100 - Personnel/Benefits \$62,048.49
	<u>Proposal and Acti</u>	<u>Modify</u>	200 - Travel \$5,800.00
	<u>Related Document</u>	<u>Modify</u>	300 - Contractual \$41,764.00
		<u>Modify</u>	310 - Certificated Salaries \$0.00
		<u>Modify</u>	320 - Non-Certificated Salaries \$0.00
		<u>Modify</u>	360 - Employee Benefits \$0.00
		<u>Modify</u>	390 - Transportation Allowance \$0.00
		<u>Modify</u>	400 - Supplies \$7,726.64
		<u>Modify</u>	410 - Professional & Technical \$0.00
		<u>Modify</u>	420 - Staff Travel \$0.00
		<u>Modify</u>	425 - Student Travel \$0.00
		<u>Modify</u>	430 - Utility Services \$0.00
		<u>Modify</u>	440 - Other Purchased Services \$0.00
		<u>Modify</u>	450 - Supplies/Materials/Media \$0.00
		<u>Modify</u>	490 - Other Expenses (Dues and Fees) \$0.00
		<u>Modify</u>	480 - Tuition & Stipends (Students) \$0.00
		<u>Modify</u>	500 - Equipment \$0.00
		<u>Modify</u>	510 - Equipment \$0.00
		<u>Modify</u>	540 - Other Capital Outlay Expenses \$0.00
		<u>Modify</u>	600 - Other \$660.87
		<u>Modify</u>	495/700 - Indirect \$0.00
		Total	\$118,000.00
		Adjusted Allocation	\$118,000.00
		Remaining	\$0.00

REMINDER: If you don't see **Modify** on this screen, go back to the Sections page and check the status of the application.

Changes can only be made when the application is in Draft or Revision Started status.

REMEMBER: Work with your Business office in preparing budget revisions to ensure that the budget revision covers previous and future expenditures.

Check to see what role you have to determine if your role allows you to make changes to the application.

Revising the Budget Narrative

310 - Certificated Salaries - \$345,704.00

Add Item

Account Code	Optional Sub-Code	Purpose Code	Quantity	Salary, Rental, or Unit Cost	Spending Plan Amount
Remove 310 - Certificated Salaries		Title VI-B	1	\$345,704.00	\$345,704.00

Narrative Description

ABC

8.5 teachers - Donald Duck, Mickey Mouse, Minnie Mouse, Scrooge McDuck, Cinderella and Snow White 1.0 FTE each; Goofy .5 FTE

4.7.14 Decrease Salaries \$100,000 due to employee resigning (Scrooge McDuck) Funds moved to 410 for staff training in May.

Words: 12 Characters: 81

Total for 310 - Certificated Salaries	\$345,704.00
Total Indirect for 310 - Certificated Salaries	\$21,399.08
Total for all Account Codes	\$1,207,854.00
Adjusted Allocation	\$1,138,194.00
Remaining	\$(69,660.00)

Save

Save and Return

When revising the budget, update the narrative with date of change and what is being changed. Enter it at the end of previous narrative.

Update your program details page to reflect the changes in your budget narrative.

Do not delete previous narrative.

This allows for a quicker review of your revision as it clearly shows what is being changed and what was previously approved.

Please include a **COMPLETE** description of each line item.

Purpose Code: Pick which budget these funds are associated with.

Statement of Assurances

* DUNS Number

DUNS Number: REQUIRED

* System for Award Management (SAM) Expiration

SAM.gov Expiration: REQUIRED

Obtain information from your Business Manager if you don't have it.

Required

For the period of the grant award, the local education agency (LEA) assures that it will implement policies, procedures, and programs that are consistent with all requirements of Part B of the Individuals with Disabilities Education Act and applicable regulations (IDEA) and consistent with Alaska statutes and regulations.

The System for Award Management Registration (SAM) combines the federal procurement system and the Catalog of Federal Domestic Assistance into one system. Included in SAM are the following: Central Contractor Registry (CCR); Federal Agency Registration (Fedreg); Online Representations and Certifications Application; Excluded Parties List System (EPLS). An entity must provide information required for the conduct of business as a recipient. Information about registration procedures can be found at <http://www.sam.gov>.

The Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number is a nine-digit universal identifier established and assigned by D&B to uniquely identify Federal financial assistance applicants, as well as recipients and their direct sub-recipients. A DUNS number may be obtained by telephone at 866-705-5711 or through the website: <http://fedgov.dnb.com/webform>.

As an authorized agency that makes sub-awards that contain federal funds, 2 CFR 25.200 requires the Department of Education & Early Development (DEED) to ensure that each entity that does not have an exemption under 2 CFR 25.110 does the following:

Be registered in SAM prior to submitting an application or plan;

Maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by DEED; and

Provide its DUNS number in each application or plan it submits to DEED.

Suspension and Debarment

☐ As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110: A. The applicant certifies that it and its principals: (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and (d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default

☐ Where the applicant is unable to certify to any of the statements in this certification, he or she shall provide an explanation.

REQUIRED: Check one of the Suspension and Debarment Statements.

VALIDATIONS/PRINTING

Changes, Validation or Print:

Description (View Sections Only View All Pages)	Changes	Validation	Print
All	Changes	Messages	Print
<input type="checkbox"/> History Log			Print
History Log			Print
Create Comment			
<input type="checkbox"/> Allocations	Changes		Print
Allocations	Changes		Print
<input type="checkbox"/> Title VI-B		Messages	Print
Accept/Waive Indirect Cost			
Budget		Messages	Print
Budget Overview			Print
Budget Revision Plus/Minus			Print
<input type="checkbox"/> Section 619		Messages	Print
Accept/Waive Indirect Cost			
Budget		Messages	Print
Budget Overview			Print
Budget Revision Plus/Minus			Print
<input type="checkbox"/> Application			Print
Application Details			Print
Related Documents			
<input type="checkbox"/> Contacts			Print
Contacts			Print
<input type="checkbox"/> Substantially Approved Dates			Print
Substantially Approved Dates			Print
<input type="checkbox"/> Assurances			Print
Statement of Assurances			Print
Assurances			Print
<input type="checkbox"/> Grantee Checklist			Print
Grantee Checklist			Print
All	Changes	Messages	Print

ALL Line: Shows changes, messages or prints for entire Funding Application.

VI-B Line: Shows changes, messages or prints for this grant only.

Budget Line: Shows changes, messages or prints for budget page only.



VALIDATION MESSAGES

Error: The error must be fixed before application can be moved to Draft completed.

Warning: Check to verify this is the intention. Application can be moved to Draft Completed if there are warnings.

The screenshot displays a web interface titled "Validation Messages" for a "Special Education - Rev 0" application. It features a sidebar with navigation links and a main content area with three sections: "Title VI-B", "Section 619", and "Contacts". Each section has a "Budget" or "Contacts" sub-section. The "Title VI-B" and "Section 619" sections show a warning message: "The Title VI-B budget of \$1,207,854.00 is less than the Adjusted Allocation amount of \$1,487,606.00." and "The Section 619 budget of \$27,291.01 is less than the Adjusted Allocation amount of \$28,510.00." respectively. The "Contacts" section shows an error message: "There must be a District Contact for this Funding Application.".

Section	Message	Type
Title VI-B Budget	The Title VI-B budget of \$1,207,854.00 is less than the Adjusted Allocation amount of \$1,487,606.00.	Warning
Section 619 Budget	The Section 619 budget of \$27,291.01 is less than the Adjusted Allocation amount of \$28,510.00.	Warning
Contacts Contacts	There must be a District Contact for this Funding Application.	Error

Grant Submission & Approval

- Grantee Authorized User must submit application to EED for approval.
 - Submission dates vary by grant, please check with your Program Manager for further information. Applications must be submitted by the required submission date for the grant award to start July 1.
 - Application reviewed by EED Program Managers, sends checklist to grantee, grantee revises until approvable.
- EED Administrator approves application.
- Grant award is issued & reimbursements may be submitted.
 - Grants will not be approved by EED until final allocations have been received.
 - Initial Application *must be approved by October 31* in order to submit 1st quarter reimbursement requests.
 - Grantee could receive audit finding if not submitted on time.

Workflow Process for Applications and Revisions

Application Status	Change Status To:	Who Can Make This Change
Not Started	Draft (Revision) Started	Grantee (Program) Update
Draft (Revision) Started	Draft (Revision) Completed	Grantee (Program) Update
Draft Completed	Fiscal Rep Approved	Grantee Fiscal Rep
Fiscal Rep Approved	Authorized Rep Approved	Grantee Authorized Rep

See *EED GMS Workflow Process* located in the Document Library/All Users and Applications to see the workflow process and email notification recipients when the application status is changed.

Revisions and Reimbursements

- A revision must be started in GMS for any budget or program changes.
- Fiscal Representative must submit revision to EED for approval before reimbursements may be submitted.
- Allow approximately 2 weeks for processing & approval of a revision.

Creating a Reimbursement Request:

- To be able to Create a Reimbursement Request, user must have the Fiscal Representative and/or Update role for the funding application being processed.
- The Grantee Update Role is specific to the each funding applications.



Reimbursement Requests

- Only 1 reimbursement request per grant may be in process at a time.
 - Allow about 2 weeks for processing & approval of a reimbursement.
- Submit reimbursement requests quarterly (Sept 30, Dec 31, Mar 31, June 30)
 - Previous request must be released for payment before submitting another request.
 - Zero Expenditures? A reimbursement request must be submitted and the supporting backup documentation uploaded.
 - All quarterly request must be submitted before grant can be closed out for the year.
 - **PLEASE MAKE SURE BACKUP DOCUMENTATION DOES NOT CONTAIN SOCIAL SECURITY NUMBERS or other personally identifiable information of a sensitive nature, such as dates of birth.**



Quarterly Program Reports

Go To 

Required Documents		
Type	Document Template	Document/Link
Expenditure Backup [Upload between 1 and 4 document(s)]	N/A	Upload New
Discretionary Quarterly Program Reports [Upload between 1 and 4 document(s)]	N/A	Upload New

In order for Reimbursements Requests to be processed, if a Quarterly Program Report is required, it must be uploaded under Related Documents either under Reimbursement Requests or on the Application Sections page.

Reimbursement Request Section: MANDATORY

- Uploaded under Related Documents in the Reimbursement Request Section.
- Uploaded separately from the Expenditure Backup Documentation.
- If the report is not uploaded, the system will give a validation error and you will not be able to submit your Reimbursement Request.

Application Sections Page: REQUIRES A BUDGET REVISION

- Uploaded under Related Documents (examples: Located under Application Detail or Head Start).

REMINDERS:

- When submitting budgets revisions, please talk to your Business Manager and make sure the budget will be sufficient to cover all expenditures.
- If the Business Manager tries to enter the Reimbursement Request and the expenditures are over the allowed 110%, the system will not allow the Reimbursement Request to move forward.
- A Budget Revision **will be** required. EED's policy for turnaround is 10 working days.



QUESTIONS?

Programmatic Questions: Contact your EED Program Manager.

GMS Questions or Budget Questions: Contact your EED Grants Administrator

This information is located in the GMS Address Book

You will receive emails from GMS from this address noreply@egrantsmanagement.com

